PROVINCE OF SASKATCHEWAN

08-09

ANNUAL REPORT

OFFICE OF THE PROVINCIAL SECRETARY

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This annual report is also available in electronic format from the Office's website at **www.ops.gov.sk.ca/**

Letters of Transmittal

Minister's Letter of Transmittal

The Honourable Dr. Gordon L. Barnhart
Lieutenant Governor of Saskatchewan

Your Honour:

It is our privilege to submit to you the Annual Report of the Saskatchewan Office of the Provincial Secretary for the fiscal year ending March 31, 2009.

We are committed to keeping government's promises and fulfilling the commitments we have made while remaining transparent and accountable to the people of Saskatchewan.

Our government has a vision of a secure and prosperous Saskatchewan, a safe place to live and raise a family, where people are confident in their future and truly benefit from our growing economy. We also need to tell the story of the opportunities and life we enjoy in Saskatchewan. The Office of the Provincial Secretary provides opportunities to honour our history, celebrate our achievements and promote the diversity and character of our province. We want people from around the world to know what we already know: that Saskatchewan is the best place in the country to call home.

Respectfully submitted,

June Draude
Provincial Secretary

July 2009

Deputy Minister's Letter of Transmittal

The Honourable June Draude
Provincial Secretary

It is my honour to submit the Annual Report of the Saskatchewan Office of the Provincial Secretary for the fiscal year ending March 31, 2009.

This report reflects a year of promotion and celebration of our province, its history and people. Throughout the year we worked diligently to meet the government's goals and commitments, working towards a secure and prosperous Saskatchewan.

This report outlines progress on commitments as they relate to the Office as of March 31, 2009. We will continue to fulfill our mandate to promote Saskatchewan as a destination of choice and commemorate our collective heritage by recognizing the contributions of our citizens.

I acknowledge responsibility for this report and assure that the information contained herein is accurate and reliable.

Respectfully submitted,

Fredrick D. (Rick) Mantey
Deputy Provincial Secretary

June 2009

Introduction

This annual report presents the Office of the Provincial Secretary's activities and results for the fiscal year ending March 31, 2009. It reports on public commitments made, and other key accomplishments. As a transition year, the 2008-09 Annual Report follows a similar format to the 2007-08 Annual Report, and also includes the Government's vision and three goals. With the release of Ministry Plans for 2009-10, the Office of the Provincial Secretary will report on publicly committed strategies and actions identified in our plan within the 2009-10 Annual Report.

The 2008-09 Annual Report also sets the stage for the 2010-11 planning and budget process by providing an opportunity to assess the accomplishments, results, and lessons learned, and identifying how to build on past successes for the benefit of Saskatchewan people.

Alignment with Government's Direction

The Office of the Provincial Secretary 2008-09 Annual Report aligns with Government's vision and three goals:

Our Government's Vision

A secure and prosperous Saskatchewan, leading the country in economic and population growth, while providing a high quality of life for all.

Government's Goals

- Sustain economic growth for the benefit of Saskatchewan people, ensuring the economy is ready for growth and positioning Saskatchewan to meet the challenges of economic and population growth and development.
- Secure Saskatchewan as a safe place to live and raise a family where people are confident in their future, ensuring the people of Saskatchewan benefit from the growing economy.
- Keep Government's promises and fulfill the commitments of the election, operating with integrity and transparency, accountable to the people of Saskatchewan.

Together, all ministries and agencies support the achievement of Government's three goals, and work towards a secure and prosperous Saskatchewan. The Office of the Provincial Secretary supports these objectives by honouring our history, celebrating our achievements, and promoting the diversity and character of our province nationally and internationally.

The Office of the Provincial Secretary supports the Government's goal of **sustaining economic growth** by

- strengthening and building national and international relationships and relationships among leaders in the New West;
- fostering the development of French-language services to support French-speaking interprovincial and international immigration; and,
- promoting economic and community development initiatives in French-speaking communities.

The Office of the Provincial Secretary supports the Government's goal of a **secure Saskatchewan** by

- encouraging a sense of identity for Saskatchewan youth through education and recognition programs; and,
- fostering pride and a sense of identity in Saskatchewan by celebrating our past, present and future.

The Office of the Provincial Secretary supports the Government's goal to **keep promises and fulfill commitments** by leveraging federal investments for French-language services and initiatives.

Overview

The Office of the Provincial Secretary's key programs include Francophone Affairs/Affaires francophones, the Protocol Office, Government House and the Office of the Lieutenant Governor.

Francophone Affairs co-ordinates and supports the creation and delivery of French-language services in Saskatchewan ministries, Crown corporations and agencies. The Branch also facilitates the liaison between the provincial government and the Francophone community of Saskatchewan, providing French-speaking citizens with a point of access to government.

The Protocol Office is responsible for official visits, Premiers' Conferences, functions and symbols, the Legislative Building art collection and the provincial Honours and Awards Program. The Honours and Awards Program recognizes the contributions of our citizens to the well-being of Saskatchewan people. Information on the program can be found at **www.ops.gov.sk.ca/protocol**.

Government House is a key museum and provincial heritage property with a mandate to provide educational programs to schools and the community-at-large, tourism opportunities, a government hospitality facility, and the Office of the Lieutenant Governor. The sole mandate of the Office of the Lieutenant Governor is to support the Lieutenant Governor in fulfilling his constitutional and ceremonial duties, as well as his specific initiatives.

The Office of the Provincial Secretary shares financial, communication and administrative services with the ministry of Intergovernmental Affairs and Municipal Affairs.

The Office of the Provincial Secretary's total 2008-09 full-time equivalent (FTE) utilization was 29.7, representing a variance of 0.9 FTEs above the approved budget of 28.8 FTEs. The over-utilization is primarily the result of higher than anticipated utilization of part-time and contractual staff throughout the Office.

Mandate

The Office promotes Saskatchewan's interests and celebrates Saskatchewan's identity and diversity. The Office co-ordinates and manages matters relating to official protocol, provincial honours and awards, Government House, and French-language services. It also provides administrative services to the Office of the Lieutenant Governor.

Progress in 2008-09

Significant Achievements

As part of its efforts to improve French-language services in 2008-09, Saskatchewan created the Provincial Secretary's Advisory Committee on Francophone Affairs, a consultative body with the mandate to guide Saskatchewan in the implementation of its French-language Services Policy. The Committee will report directly to the Provincial Secretary in matters pertaining to the implementation of the policy. Saskatchewan also announced the creation of a virtual single-window for French-language services which will become operational in the fall of 2009.

In order to strengthen and build Saskatchewan's national and international relationships, the Protocol Office managed 25 incoming missions of members of the consular and diplomatic corps, as well as foreign dignitaries, in 2008-09. The Diplomatic Economic Mission held in Saskatchewan from November 3-5, 2008, brought 23 Heads of Mission to the province where discussions regarding the economic initiatives of Saskatchewan took place. In further support of increasing Saskatchewan's profile, Protocol provided assistance to three outgoing missions. Protocol also supported the Western Premiers' Conference, which promoted and encouraged collaborative activities among western provinces.

The plans for the development of the Edwardian Gardens were announced July 1, 2008, at the first annual Garden Party. A key component of the Centennial Project improvements made to Government House, this initiative further presents Government House as an important and impressive heritage destination in Saskatchewan for people within and outside the province. Open year-round, the gardens will be an educational resource, a setting for official functions, a recreational sanctuary within Regina, and a welcoming family-friendly invitation to the public to learn about and appreciate our province's history and culture. Progress is now being made towards completing the third and final phase of the Edwardian Garden rehabilitation in the fall of 2009, with a grand opening in summer 2010.

Progress by Key Program

Francophone Affairs/Affaires francophones

The Francophone Affairs Branch supports and co-ordinates the efforts of ministries, crown corporations and agencies to improve French-language services in the province through the implementation of Saskatchewan's French-language Services Policy. In addition, the branch is the first point of access for French-speaking citizens, provides translation services to executive government and supports international engagement with French-speaking countries around the world.

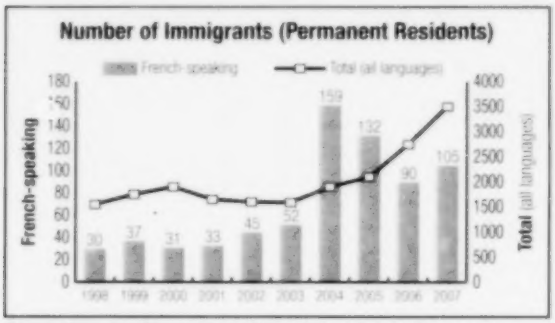
Services for French-speaking citizens are being extended to both promote the development of francophone communities in the province and encourage French-speaking interprovincial and international immigration to Saskatchewan. This provides essential human resources to assist in the province's economic growth. Progress in this area included:

- development of a communications strategy under the "Bonjour!" logo in order to better inform citizens regarding provincial government services available in French;
- repositioning of translation services to better support the creation of online content in French;
- partnering with the Ministry of Advanced Education, Employment and Labour to facilitate improved access to French-language programs or services; and,
- continuing co-ordination of broader engagement to support the delivery of French-language services across government. (A more detailed accounting of activities in ministries, crown corporations and agencies will be made public in the French-language Services Policy Annual Report.)

Measurement Results

Number of French-speaking immigrants to the province

Tracking the number of permanent residents as a measure of new immigrants by language ability allows us to measure the success of activities regarding the attraction of French-speaking immigration to the province.

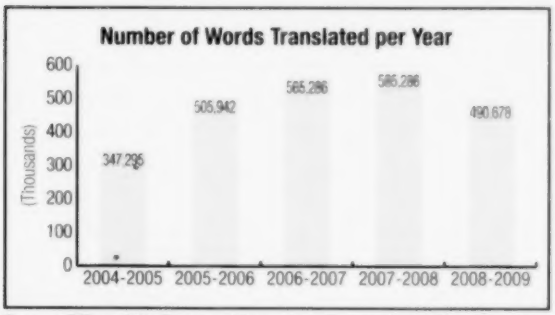


Source: Canada - Citizenship and Immigration Canada Facts and Figures 2007

- French-speaking immigrants can potentially become a key group to respond to Saskatchewan's labour needs and help grow our communities and province. Improved provision and promotion of French-language services will help recruit and retain newcomers from across Canada and the International Francophonie.

Volume of translations that support French-language services

The number of words translated is an indicator of the level of services, programs or materials provided in French to the Saskatchewan public. Translation services are key in providing accessible resources to current, newly arrived and potential French-speaking Saskatchewan citizens.



Source: Office of the Provincial Secretary - Francophone Affairs Branch

- The considerable drop in the number of words translated can be attributed to a backlog from the previous year that was addressed in 2008-09.

Building strong, interest-based partnerships with Francophone community stakeholders is a priority of the Saskatchewan Government. Efforts towards this included the participation in many community-led initiatives, such as the Early Childhood Coalition, the Coalition on the French-language and Francophone Culture, and the Provincial Immigration Network, and in numerous community meetings throughout the year.

Encouraging a sense of identity for Saskatchewan youth through education and recognition programs provides a strong foundation for youth to continue to use the French language. This helps raise awareness within today's young people of the importance of Francophone culture for both the present and the future. In 2008-09, Saskatchewan led the implementation of a national Francophone youth initiative on active citizenship as a member of the Ministerial Conference on the Canadian Francophonie, and presented a Youth Strategy designed to actively engage Francophone youth in the development of policies and programs that affect them across the country.

The Office of the Provincial Secretary is mandated to support international engagement with Francophone countries with which Saskatchewan shares strategic interests. Strengthening and building international and national relationships will establish partnerships and connections that will promote our Francophonie and Saskatchewan as a whole. Results in the past year and ongoing efforts include:

- Saskatchewan's active participation in the Ministerial Conference on the Canadian Francophonie, as the province notably hosts the National Coordination Office of this body;
- a Saskatchewan delegation took part in the 2008 Francophonie Summit held in Quebec City and met with representatives of targeted countries of strategic interest to the province; and,
- Saskatchewan also participated in an exploratory mission in France along with representatives of the Fransaskois community and the Institut français of the University of Regina which will lead to additional partnerships in this region.

Leveraging federal investment for French-language services and initiatives will ensure necessary resources are available for programs. The Office continues to support ongoing negotiations with the Government of Canada on the anticipated 2009-13 agreement on French-language services and education.

Level of federal investment in French-language related initiatives

Francophone Affairs co-ordinates the province's relationship with the Government of Canada across ministries concerning French-language programs and initiatives. Critical to this relationship is the provision of federal funding directed towards improving and expanding important areas such as French-language education and services. The following measure allows the Office to assess the impact of its work on stimulating additional federal investments in Saskatchewan:

Source: Canada - Canadian Heritage Agreements

*This measure will be expanded in the coming years to measure investments from all relevant federal ministries. At this time, it only captures investment from the Department of Canadian Heritage.

- The graph displays that the level of federal investment has steadily increased from the $8 million range of the 2000-2005 to the near $12 million levels of 2007-09.

Protocol Office

The Protocol Office strengthens and builds Saskatchewan's relationships through supporting the province's national and international visits, significant events and conferences. The Saskatchewan Honours and Awards Program, co-ordinated by the Office, recognizes the achievements of our youth and fosters pride by celebrating the contributions of our citizens. The Protocol Office is responsible for the policy development and authorization of provincial emblems and for the interpretation and enforcement of *The Provincial Emblems and Honours Act*. The Office is also responsible for managing and co-ordinating significant provincial events that honour the contributions of Saskatchewan citizens and build for the future.

The Protocol Office functions as a consulting and advisory service for government ministries and agencies, municipalities, organizations and the general public. The Office serves as a resource for visits, the diplomatic and consular corps, the Canadian Crown, precedence, forms of address, symbols, ceremonial, dress and etiquette.

The Protocol Office is also responsible for the administration of the Legislative Building galleries and art collection, ensuring its preservation and development. This includes the management of the Athabasca, Assiniboine, Saskatchewan and Qu'Appelle galleries, accessioning of new art works and artifacts, and commissioning portraits of Lieutenant Governors and Premiers. The Office is also responsible for the government gift policy and gift bank.

Official visits to Saskatchewan include diplomats accredited to Canada, members of the consular corps, heads of state and government from other countries including delegations involving people of ministerial rank or higher, the Governor General and members of the Royal Family.

International relations are a vital cornerstone of Saskatchewan's outward-oriented economy. The Office of the Provincial Secretary, with assistance from ministries including Intergovernmental Affairs, plays an integral role in developing and nurturing relations with valued trading partners.

Measurement Results

Number of Conferences and International Visits to and from Saskatchewan

Fiscal Year	International Visits	Conferences in Saskatchewan
2008-09	28*	4
2007-08	26	1
2006-07	34	1
2005-06	16	1
2004-05	32	-

Data Source: Office of the Provincial Secretary – Protocol Office

** The Economic Mission held in Saskatchewan in 2008, which only constitutes as one visit above, brought 23 Heads of Mission to the province.*

- This measure serves as an indicator of the level of interest in Saskatchewan, both nationally and internationally, as it relates to economic growth, research and development, natural resources, international trade, and business and tourism. The four conferences display the advances Saskatchewan has made in becoming a leader on the national level, specifically within the New West.

In collaboration with Intergovernmental Affairs, the Office of the Provincial Secretary provides support to initiatives that promote and encourage relationships and collaborative activities among western leaders in the New West. In 2008-09, these efforts included:

- Western Premiers' Conference, held in Prince Albert, May 28-30, 2008.
- Energy and Mines Ministers' Conference, September 6-8, 2008.
- Joint Cabinet Meeting between Saskatchewan and Alberta, in Lloydminster, September 9, 2008.
- Council of Ministers of Education Conference, February 23-25, 2009.
- Summit on Aboriginal Education, February 23-25, 2009.

The Protocol Office co-ordinates and collaborates with its internal and external stakeholders to provide support for various ceremonial occasions. These include the presentations of honours and awards, special recognition events, installation of the Lieutenant Governor, official portrait unveilings and state ceremonies.

During 2008-09, the Protocol Office planned and co-ordinated a significant number of events, including:

- Opening Day of the 26th Legislative Assembly (October 2008). Numerous activities and ceremonial events outside the Legislative Chamber appropriately underlined this important occasion (Snow Bird Fly-Past, 15 Gun Salute);
- Vigil 1914-1918, commemorating the 90th anniversary of the end of World War I, with an official opening in November 2008;
- 2008 Annual Service of Remembrance for the Public Service (November 2008);
- unveiling of the official portrait of The Honourable Dr. Lynda M. Haverstock, former Lieutenant Governor of Saskatchewan, at the Legislative Building (September 10, 2008);
- recognition event for 2008 Saskatchewan Summer Olympians and Paralympians, in the rotunda of the Legislative Building (October 2008); and,
- matters related to logistics of the Council of the Federation meetings, which will be held in Regina (summer 2009).

The Office co-ordinates the Saskatchewan Honours and Awards Program, which celebrates the achievements of our people and encourages a sense of community, identity and pride. The Saskatchewan Honours and Awards Program includes the:

- Saskatchewan Order of Merit
- Saskatchewan Volunteer Medal
- Saskatchewan Distinguished Service Award
- Saskatchewan Protective Services Medal
- Premier's Award for Excellence in the Public Service
- Saskatchewan Youth Award

The Saskatchewan Honours and Awards Secretariat manages the process for receiving nominations and provides adequate documentation to the Saskatchewan Honours Advisory Council, or one of the independent advisory committees or selection panels who review all nominations and make recommendations. The Protocol Office developed and managed the ceremonies in a manner that maintains the integrity of each order, medal or award to Saskatchewan residents. This pays tribute to their valuable contributions and builds pride in the many communities across our province.

The Saskatchewan Honours and Awards Program contributes to the province's Building Pride Program. The following events underlined this:

- in April of 2008, eight recipients were presented with the Saskatchewan Volunteer Medal;
- in September of 2008, six individuals were presented with the Saskatchewan Youth Award;
- in November of 2008, eight individuals were invested with the highest honour, the Saskatchewan Order of Merit, and eleven individuals received the Saskatchewan Protective Services Medal; and,
- the Saskatchewan Distinguished Service Award was presented in March of 2009.

In order to foster a culture of recognition and pride in Saskatchewan throughout the province, a communication plan has been devised to recognize the achievements of the diverse people across Saskatchewan. Specifically, the Office incorporates First Nations and Métis people in the development of honours and awards programming and protocol practices.

Nominations in Honours and Awards Programs

Saskatchewan's Honours and Awards Program celebrates the achievements of Saskatchewan people. It contributes to a culture of recognition and encourages a sense of community, identity and pride. This measure serves as an indicator of our province's success in fostering pride, hope and confidence in our citizens.

Honours and Awards Program	2004-05	2005-06	2006-07	2007-08	2008-09
Saskatchewan Order of Merit	40	66	56	39	71
Saskatchewan Volunteer Medal	58	96	92	53	43
Premier's Award for Excellence in the Public Service	21	15	30	22	14
Saskatchewan Youth Award	-	-	28	52	47
Saskatchewan Distinguished Service Award	4	2	-	-	1
Saskatchewan Protective Services Medal	497	27	110	78	77
Total:	**620**	**206**	**316**	**244**	**253**

Data Source: the Office of the Provincial Secretary – Protocol Office

* *The Saskatchewan Protective Services Medal was established in 2003, accounting for the significant uptake in 2004-05.*

Nominations received from Aboriginal people, women, and rural areas

To reflect the diversity of contributions from Saskatchewan people, the following chart provides the proportion of nominations received from Aboriginal people, women, and rural/small urban areas. These statistics display nominations received for the Saskatchewan Order of Merit, the Saskatchewan Volunteer Medal and the Saskatchewan Youth Award.

	Baseline - March 31, 2003	2004-05	2005-06	2006-07	2007-08	2008-09
Aboriginal	5%	4.5%	4.3%	3.3%	5%	4%
Women	37%	34.5%	39%	35%	43%	45%
Rural	27%	33%	31.5%	28.5%	34%	44%

Data Source: Office of the Provincial Secretary – Protocol Office

- As displayed, there was a significant increase in rural areas, while Aboriginal and women proportions were similar to previous years.

The Office of the Provincial Secretary is responsible for the policy development and authorization of provincial emblems and for the interpretation and enforcement of *The Provincial Emblems and Honours Act*. Administering the Provincial Emblems Policy includes developing policy on provincial emblems (selection, description, heraldry, uses) and enforcing legislation that prohibits unauthorized use of provincial emblems. The Protocol Office also authorizes governmental and non-governmental use of the coat and shield of arms, flag and wheat sheaf symbol, and protects the western red lily as an endangered species.

Government House

Government House is a National Historic Site and Provincial Heritage Property that provides education, tourism and hospitality functions. It raises awareness of the history of Canadian governance, the crown, the role of the Lieutenant Governor, and of First Nations and Métis people. Government House is an institution of our Province's history, and a symbol of our governance.

From 1905, when Saskatchewan became a province, until 1945, Government House served as the official residence of the Lieutenant Governors. Government House was then used as a convalescent home for veterans returning from the Second World War, and as an adult education centre until the mid 1970s. From 1981 to the present, Government House has functioned as a(n):

- tourism destination for people in and outside Saskatchewan;
- educational facility for the general public, raising awareness of our proud Saskatchewan heritage and culture;
- museum circa 1900, displaying artifacts of Amédéé Forget when he was Lieutenant Governor; and,
- hospitality facility for governments, non profit organizations and public groups.

The Office of the Lieutenant Governor returned to Government House in 1984 and continues to occupy the north wing of the House. The Lieutenant Governor plays an important role as Head of State, performing duties including:

- reading the Speech from the Throne;
- formally appointing premiers and cabinet ministers;
- approving legislation and opening and closing legislative sessions; and,
- bestowing honours and awards.

In addition to constitutional duties, the Lieutenant Governor is involved with many organizations in the role of honourary patron, receiving diplomatic visitors and attending hundreds of events each year.

Government House has strived to increase attendance by improving its facilities and services. In 2005, Her Majesty the Queen officially opened the new wing named in her honour, "The Queen Elizabeth II Wing," as well as the self-guided J.E.N. Wiebe Interpretive Centre that features interactive multi-media presentations, murals and highlights of the history of the crown and governance in Saskatchewan. These additions were part of the Centennial Project enhancements made to Government House.

Expanding upon these initiatives, a new plan developed in 2008-09 outlines a three-year strategy to renew marketing and promotions and refocus efforts with an emphasis on heritage, accessibility, tourism, educational programs and youth. With a plan to introduce new programming and visitor experiences, as well as highlight the new Edwardian Gardens,

Government House will provide visitors with a better understanding of our province's history. This will be achieved by preserving and highlighting the historic significance of Government House while being relevant and engaging to current and future generations.

The redesigned Government House website is continually updated, and includes innovative features such as a virtual tour that provides information and displays images of different areas and rooms within Government House. Educational program information, including the *Once Upon a Time Room* directed at younger children, invites students from K-12 to experience Government House. For more information and to access the site, visit our website at **www.governmenthouse.gov.sk.ca.**

To enhance efficiency at Government House, a facility-use policy has undergone review. A draft of the new policy has been completed and it is anticipated that the revised policy will be finalized in June 2009. Goals throughout the revision were to support enhanced education, tourism and hospitality events at Government House. A key feature of this is the soon-to-be completed rehabilitated Edwardian Gardens, as well as several other initiatives.

The 2009 Council of the Federation Summer Meeting will be hosted by the Government of Saskatchewan in Regina from August 5-7, 2009. Government House will be one of the featured sites for this high-profile conference. The Council of the Federation was created in December 2003 to promote interprovincial/territorial co-operation and closer ties between members, showing leadership on issues important to all Canadians. Planning has been underway to get the facility ready to host the 2009 Council, with Government House being closed to the public from August 4-7, 2009.

Measurement Results

Number of visitors to Government House

The Office of the Provincial Secretary promotes Government House as an exciting tourist destination and historic hospitality facility/ museum. A diverse educational initiative engages youth to understand our province's past, be aware of the current political and social landscape, and to engage in the future direction of our province. Government House educational programs enrich in-school curriculum, and provide outreach initiatives to communities in Saskatchewan. Knowledgeable of the fact that tourism statistics are variable and dependent upon local and global economies, marketing and specific events/ promotions, the following measure serves as an indicator of success for efforts to increase attendance at Government House:

Type of Visits	2004-05	2005-06	2006-07	2007-08	2008-09
Educational Programs	3,826	3,035	3,560	4,233	4,022
Museum Tours	11,563	10,540	8,148	5,173	5,356
Lieutenant Governor's Garden Party	-	-	-	-	2,000
Lieutenant Governor's Levee	2,022	1,296	633	750	671
Other Guests*	10,436	14,370	14,282	12,934	12,567
Total Visitors	27,847	29,241	26,623	23,090	24,616

Data Source: Office of the Provincial Secretary – Government House

* *"Other Guests" refers to special events for the provincial government held at Government House, Historical Society events and any Lieutenant Governor event outside of the Levee or Garden Party, and non-governmental organizations from the media including film and photography.*

- Increased visits through educational programs and museum tours help achieve several goals of Government House, primarily increased awareness and appreciation of our Saskatchewan heritage. Overall visitation to Government House increased in 2008-09 by 1,559 guests, or 6.75%, largely due to the success of the Lieutenant Governor's Garden Party on Canada Day, an annual event that will be bolstered by the completion of the Edwardian Gardens and increased marketing of the event.

2008-09 Financial Overview

Financial Results

The Office of the Provincial Secretary's total 2008-09 expenses were $4.4 million, representing a variance of $0.25 million above the approved appropriation ($259,000 in additional funding was approved through Supplementary Estimates). This variance is attributable to the provincial contribution toward the national project to remember the fallen soldiers of WWI, for French-language translator's costs and other salary-related and operating costs.

The Office of the Provincial Secretary's total 2008-09 revenues were $1.2 million, representing a variance of $0.59 million above budget. This variance is primarily attributable to a change in accounting of revenue through the Canada-Saskatchewan Agreement on French-language services, along with additional revenue from the federal contribution for renovations to Saskatoon's Francophone Community Centre.

The administrative costs for the Office of the Provincial Secretary are included in the Ministry of Municipal Affairs, as the Office of the Provincial Secretary has entered into a shared service arrangement with the Ministry of Municipal Affairs for the provision of these services, rather than establish an independent administrative function.

Summary

The following table summarizes budgeted versus actual expenditures by subvote and subprogram. Variance explanations are provided for all variances that are greater than 5% and $50,000.

In thousands of dollars

Subvote/Subprogram	2007-08 Actual	2008-09 Estimates	2008-09 Actual	Variance Over/(Under)	
Central Management and Services	**$ 16**	**$ 1,146**	**$ 1,235**	**$ 89**	1
Provincial Secretary	**$ 2,734**	**$ 3,007**	**$ 3,166**	**$ 159**	
Lieutenant Governor's Office	568	560	592	32	
Protocol Office	945	1,202	1,250	48	
Government House	556	504	497	(7)	
Francophone Affairs	665	741	827	86	2
Sub-total	**$ 2,750**	**$ 4,153**	**$ 4,401**	**$ 248**	
Supplementary Estimates/ Special Warrant	**$ 0**	**$ 259**	**$ 0**	**$ 0**	
Capital Assets	**1**	**0**	**0**	**0**	
Capital Asset Acquisitions	0	0	0	0	
Capital Asset Amortization	1	0	0	0	
Total Appropriation	**$ 2,751**	**$ 4,412**	**$ 4,401**	**$ (11)**	

Explanations of Major Variances

2008-09 Results:

1. Funding for the provincial contribution toward the national project to remember the fallen soldiers of WWI and other operating costs.
2. French-language translator's salary costs and other operating costs.

Summary of Revenues

The Office's major revenue relates to agreements with the federal and other governments. All revenue collected is deposited in the General Revenue Fund. A summary of the Office's 2008-09 budgeted revenue compared to actual revenue is presented below. Variance explanations are provided for all variances that are greater than $100,000.

In thousands of dollars

Revenue Category	Budget	Actual Revenue	Variances Over/(Under)	
Other Licenses and Permits	**$ 6**	**$ 2**	**$ (4)**	
Property and Building Rental	6	2	(4)	
Sales, Service, Service Fees	**$ 5**	**$ 3**	**$ (2)**	
Authenticating Fees	5	3	(2)	
Transfers from Other Governments	**$ 288**	**$ 297**	**$ 9**	
OFLC – National Coordination Function (MCCF)	288	297	9	
Transfers from the Federal Government	**$ 300**	**$ 871**	**$ 571**	
Canada-Saskatchewan Agreement on French Language Services	300	760	$ 460	1
Canada-Saskatchewan Agreement on French Language Services – Special Projects	0	111	111	2
Other Revenue	**$ 0**	**$ 13**	**$ 13**	
Refunds – Previous Year Expense	0	13	13	
Total Revenue	**$ 599**	**$ 1,186**	**$ 587**	

Explanations of Major Variances

1. Change in accounting of revenue through the Canada-Saskatchewan Agreement on French-language services
2. Federal contribution for renovations to Saskatoon's Francophone Community Centre

Financial Accountability Statement

The Office of the Provincial Secretary is responsible for ensuring:

- public accountability for Government finances entrusted to the Office;
- fiscally responsible management of its resources and financial affairs;
- compliance with existing legislation and regulations;
- systems and controls are in place to safeguard public assets; and,
- appropriate results are reported to the public and the legislature.

There are a number of external controls in place to monitor these responsibilities. They include:

Audited Results – The Provincial Auditor's Office has legislative responsibility to audit the Office of the Provincial Secretary. Audit conclusions are published in a report to the Legislative Assembly of Saskatchewan. If a deficiency is reported by the Provincial Auditor, the Office may be called to appear before the Public Accounts Committee of the Legislature.

Accountable to the Legislature – The Office's annual budget is detailed in the Saskatchewan Provincial Budget Estimates. The Office is called to appear before a Legislative Committee to defend the Office's budget estimates.

Public Reporting – Expense and revenue details as they pertain to the Office are published in the Annual Report, and Public Accounts Volumes 1 and 2.

For More Information

Additional information about the Office of the Provincial Secretary is available at our website: **www.ops.gov.sk.ca**. The website includes both general and detailed information about the Office, its key programs, special studies and legislation for which the Office is responsible.

For more information about the Office, or to provide feedback about our 2008-09 Annual Report, please contact us at:

Office of the Provincial Secretary
Room 340, Legislative Building
2405 Legislative Drive
Regina SK S4S 0B3
Phone: (306) 787-1736
E-mail: http://www.ops.gov.sk.ca/Contact

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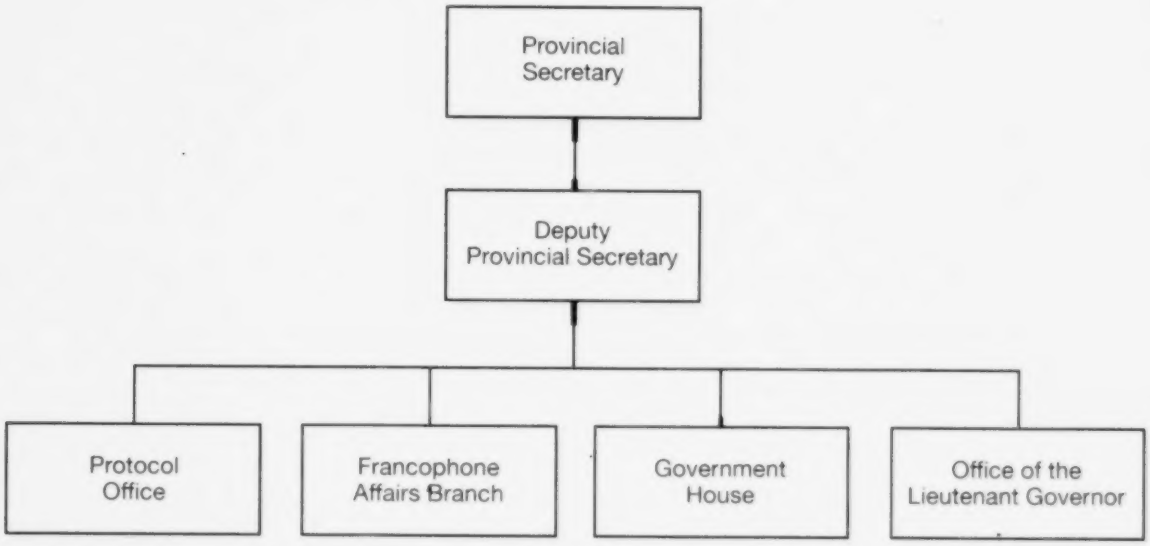
Appendices

Organizational Chart as of March 31, 2009



Legislative Responsibilities

Acts and Regulations which are the responsibility of the Office of the Provincial Secretary:

Provincial Secretary

- *The Historic Properties Foundations Act, 2002*
- *The Provincial Secretary's Act, 1979*
- *The Recognition of John George Diefenbaker Day Act, 2005*
- *The Tommy Douglas Day Act, 2005*

President of Executive Council

- *The Provincial Emblems and Honours Act, 1988*
- *Saskatchewan Protective Services Medal Regulations, 2007*

Publications released by the Office during the year are available at our website: **www.ops.gov.sk.ca**